



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO  
BUMEDINST 1520.27D  
BUMED-M09BNC  
4 Jun 2003

BUMED INSTRUCTION 1520.27D

From: Chief, Bureau of Medicine and Surgery  
To: Ships and Stations Having Medical Department Personnel

Subj: APPLICATION AND ADMINISTRATION OF FULL-TIME DUTY UNDER  
INSTRUCTION (DUINS) FOR NURSE CORPS OFFICERS

Ref: (a) Officer Transfer Manual (NAVPERS 15559B)  
(b) MANMED, Chapter 1, article 1-22

Encl: (1) Sample Application Letter

1. Purpose. To provide information, policy, and procedural guidance for the Full-Time DUINS Program for Nurse Corps officers on active duty in the U.S. Navy. This instruction is a complete revision and must be read in its entirety.

2. Cancellation. BUMEDINST 1520.27C.

3. Background

a. Full-time DUINS for Nurse Corps officers gives the necessary preparation to meet critical advanced education needs, thereby enabling the Nurse Corps to fulfill its mission and benefit the Navy and the individual by:

(1) Ensuring higher levels of professional knowledge.

(2) Giving incentives for recruitment and retention of personnel with ability, dedication, and capacity for growth.

(3) Recognizing educational aspirations of individuals.

b. Nurse Corps officers who participate in full-time DUINS receive full pay and allowances of their grade. The Navy Medical Department pays tuition. Reference (a) guides all transfers related to this assignment.

4. Selection

a. Commander, Navy Personnel Command (COMNAVPERSCOM) convenes the Nurse Corps full-time DUINS selection board annually.

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b. The Bureau of Medicine and Surgery (BUMED) decides the number of officers selected for training after a review of current and projected inventory, end-strength needs, training billet availability, and accession projections from all sources.

c. Applications, which meet eligibility criteria described in this instruction, will be presented to the selection board for consideration.

d. Selection will be based on quality of applications, command endorsements, academic capability, professional performance, promotion potential, physical readiness, and individual assignability to a subspecialty-coded billet for at least one utilization tour following DUINS.

e. Officers selected by the board will be notified by BUMED. Notification will include the curriculum for which the officer was selected.

## 5. Eligibility

a. Individuals must be, at a minimum, in their second tour of duty as a Navy Nurse Corps officer with the exception of those individuals applying for the Navy Nurse Corps Anesthesia Program (NNCAP) who may be in their 4th year of active duty as a commissioned Nurse Corps officer at the time of the DUINS selection board.

b. Officers' projected rotation date (PRD) must not be later than the class convening date of the desired curriculum and cannot be greater than 12 months after the convening date of the selection board.

c. Individuals must not be in receipt of permanent change of station (PCS) orders at the time of application to the DUINS board.

d. Participation in DUINS is limited to master's or doctoral study. Officers who have previously earned a degree under the DUINS Program may not reapply for another degree at the same educational level. Officers who have earned a master's degree on their own at a civilian institution are eligible to apply for another master's degree under DUINS. Limited opportunity may be available for selected postmaster's certificates, fellowships, and additional specified Nurse Corps director's training opportunities.

e. Obligated service for a previous Government sponsored/funded education program must be completed by the time school convenes. Obligated service resulting from Navy-sponsored tuition assistance may be served concurrently with the obligated service incurred from assignment to DUINS. Dependent on the needs of the Navy, applications may be considered before the full payback of obligated service. The remaining obligation would be served consecutively with the service obligation incurred by attending DUINS.

f. Officers applying to NNCAP must hold a degree in Bachelor of Science in Nursing or Bachelor of Arts in Nursing (BSN/BAN) from an accredited school of nursing (accredited by an

organization authorized to accredit schools of nursing by the Department of Education) with a grade point average (GPA) of 3.0 or higher, have taken college-level courses in statistics and bio-chemistry, and have a minimum of 1 year (2 years preferred) experience in acute nursing care settings, such as critical care, post-anesthesia care, or emergency nursing.

g. Officers who are in a failure-of-selection status in present grade or who fail to satisfy the physical readiness criteria are not eligible for DUINS.

#### 6. Curricula Availability

a. The list of subspecialties available for training selection will be published on the Nurse Corps Homepage in the spring of each year. This list serves as a guide for applicants in selecting a course of study. Actual training needs, based on validated subspecialty billets at the time of the selection board, will dictate final curricula options.

b. Officers may pursue approved curricula leading to validated subspecialty codes from civilian colleges or university schools of nursing, the Naval Postgraduate School (NAVPGSCOL), NNCAP, Army/Baylor Health Care Administration Program or the Uniformed Services University of Health Sciences (USUHS). The Chief, Naval Education and Training Command must approve education and training management specialist (ETMS) programs. Civilian institutions offering nursing curricula must be accredited by a nationally recognized nursing accreditation agency. Programs that are seeking accreditation or candidacy status for accreditation (which is based solely on the newness of the program) are acceptable with prior approval from the Commander, Naval Medical Education and Training Command (NMETC).

c. Officers with diploma or associate-degree preparation who do not hold a BSN must apply to bridge programs (combined BSN with Master of Science in Nursing (MSN)) at civilian schools of nursing. Successful completion of this program must lead to an MSN. Questions on the appropriateness of the curriculum or specialty should be directed to NMETC (Code 0GNC).

d. Highly competent officers may apply for doctoral level education in support of identified billet needs. Selection is not influenced by earlier DUINS participation, but obligated service for previously funded education programs must be satisfied before the class convening date of the doctoral program. The program of study should show parallels with the officer's career specialty, past scholarly works, postmaster's degree research, publications, or needs of the Navy and Navy Nurse Corps.

e. Other training opportunities, which fulfill unanticipated education and training requirements within the Navy Medical Department and the Navy Nurse Corps, will additionally be made available. These opportunities will permit selectees to obtain "just in time" training to meet identified specific billet or additional qualification designation (AQD) requirements or projected non-subspecialty needs. These opportunities will include 12 to 24 months at institutions of higher learning and will have a pre-determined follow-on tour identified. The annual DUINS

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announcement listing the subspecialties available for training and published on the Nurse Corps Homepage will identify these training opportunities; applications will follow the same format and requirements for other DUINS applications.

f. Applications for non-nursing master's degrees will not be accepted unless deemed essential to the Nurse Corps and listed in the annual list of subspecialty needs.

g. Curriculum length is a consideration in the selection process. Generally, the maximum time a Nurse Corps officer will be assigned DUINS for a specific program is:

(1) BSN/MSN degree combined	30 months
(2) Master of Science in Nurse Anesthesia	30 months
(3) Master of Science in Nursing	24 months
(4) Degrees from NAVPGSCOL, Army/Baylor, or ETMS	As Prescribed
(5) Postmaster Fellowship or Certification	12 months
(6) Doctoral degree	48 months
(7) Other training opportunities	12 – 24 months

## 7. Approved Schools

a. Factors considered in deciding the acceptability of a civilian institution include:

- (1) Accreditation by a nationally recognized nursing accreditation agency.
- (2) Quality and national ranking of the learning institution and the desired curriculum.
- (3) Availability of degree required courses throughout the calendar year.
- (4) Proximity to current or potential follow-on duty stations.
- (5) Proximity to a Naval Reserve Officer Training Corps unit or other military facility that will give administrative support to DUINS students.
- (6) Schools that will allow State residency status of Navy students to reduce tuition costs (this does not imply that a school in your "home of record" State will be approved).

(7) A curriculum that will satisfy degree needs at minimal cost and in the least time. Officers are expected to shorten study lengths by taking proficiency exams and completing more than the minimal full-time student semester hour requirement whenever possible.

b. The principal criteria used in approving attendance at a civilian institution are the quality of the academic program and the associated costs. While costs will always carry weight in the approval of a specific school, academic benefits and professional needs are the fundamental considerations.

c. Officers currently stationed in Hawaii may seek admission to universities in Hawaii only if no PCS move is needed. Officers not currently stationed in Hawaii should not seek admission to universities in Hawaii.

8. Declination. Officers selected by the full-time DUINS selection board, who then do not desire assignment to DUINS, may decline their selection in writing to NMETC (Code 0GNC). This must be done within 30 days of receiving official notification to allow for the timely notification of a selected alternate.

9. Academic Continuation

a. Per chapter 5.32, paragraph 1e of reference (a), officers enrolled in DUINS, who fail selection for promotion will be considered for continuation in school on a case-by-case basis, as decided by COMNAVPERSCOM based on the recommendation from the Commander, NMETC.

b. Officers who fail to maintain academic standards (GPA 3.0) will receive similar consideration, based on the recommendation of the Commander, NMETC.

10. Action

a. Chief, BUMED will develop and maintain statistical methodologies for forecasting educational needs.

b. Director, Navy Nurse Corps

(1) Analyzes educational needs for Nurse Corps.

(2) Establishes annual quota plan for training billets.

(3) Provides annual education quotas by subspecialty to COMNAVPERSCOM.

(4) Publishes opportunities for training needs.

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c. Nurse Corps Specialty Leaders

- (1) Identify community training needs and include in the semi-annual Specialty Leader Reports.
- (2) Market community career opportunities.
- (3) Counsel individual Nurse Corps officers interested in the respective specialty community on career opportunities, programs available at specific learning institutions, and billet availability.
- (4) Provide letters of interview to applicants as requested.

d. NMETC

- (1) Conducts program administration and resource management.
- (2) Handles formal communication with applicants, selectees, their commands, Nurse Corps assignment officers, and universities.
- (3) Maintains student and academic records on all students assigned to DUINS and monitors their educational progress.

e. Commanding Officers or Designees

- (1) Advise Nurse Corps officers about the value of higher professional education and encourage them to pursue formal education programs.
- (2) Ensure the forwarding endorsement for each application includes an evaluation of the applicant's aptitude, initiative, and potential for completing the requested training.

f. Individual officers interested in DUINS should

- (1) Seek education and career counseling from the senior nurse executive; the appropriate specialty leader; Nurse Corps career plans officer (BUMED-M09BNC), and Director, Nurse Corps Programs, NMETC (Code 0GNC).
- (2) Consult the annual published list or Web page for the latest information on DUINS opportunities, available subspecialties, and new program guidelines.
- (3) Seek career guidance and discuss the decision to pursue DUINS with their assignment officer. This discussion should also include potential follow-on duty and location of utilization tour.

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(4) Submit DUINS application to NMETC (Code 0GNC) via appropriate chain of command following enclosure (1). Applications must reach NMETC (Code 0GNC), no later than 1 October. All required application elements must be provided by this date. Incomplete applications will be ineligible.

(5) Choose a primary specialty from the BUMED-M09BNC Navy Nurse Corps Newsletter/Web site announcing the specialties that will be considered that year when applying for DUINS. If individual career goals can be satisfied with an alternate specialty, include that specialty as a second choice. Apply to at least two universities for each specialty program requested. Applicants for the NNCAP must apply to both Georgetown University and USUHS. Applicants for family nurse practitioner and for perioperative nursing specialties must apply to USUHS as one of their choices. Consider factors described in paragraph 7 (approved schools).

(6) Send letters of acceptance or other documentation from universities noting that the officer's academic credentials meet admission criteria.

(7) Send a proposed curriculum plan (schedule listed by semester/quarter showing the course title and credit hours for each course) for each primary and alternate specialty education program requested. Individuals must meet school full-time student requirements. University academic advisors can give assistance. Curriculum plans should be typed and not be reproductions from Web sites or college course catalogs.

(8) Submit letters of recommendation (maximum three letters), which address current and potential level of performance. Letters of recommendation should include those from active duty Nurse Corps officers within the chain of command that can speak directly to clinical performance as it relates to the particular course of study.

(9) Submit a letter of recommendation from a certified registered nurse anesthetist (CRNA) when applying to the NNCAP. Applicants to nurse practitioner programs should send a letter of recommendation or interview from a certified nurse practitioner working in the same specialty. Doctoral applicants are encouraged to send a letter of recommendation from a peer, senior, or academic advisor who holds a doctorate degree who can address their ability to complete advanced graduate or Ph.D. study.

(10) Write a statement of rationale not to exceed 250 words. This statement must be articulate and clearly focused. Explain why this training is desired and how it will benefit both the Nurse Corps and the Navy's mission.

(11) Complete the Graduate Record Examination (GRE) General Test. (Applicants for doctoral study programs may be excluded.) Scores must not be more than 5 years old at the time of the selection board. Navy Campus can give information on the tests, dates administered, and location. GRE fees are paid by the applicant and are not reimbursable. Test results must reach NMETC (Code 0GNC) by 1 October. Testing centers may send results directly to NMETC via

source code #5480. If the Miller Analogy Test is required by the school of nursing for admission, it may be substituted for the GRE in the application. GRE scores are not required if the academic institution does not require the test. However, the score does provide the DUINS board with additional information on the individual's academic potential.

(12) Take courses through Navy Campus, civilian institutions, or a NAVPGSCOL self-study program to strengthen academic background at the baccalaureate, master's, or doctoral level. This is most pertinent for those who do not have a noteworthy undergraduate record or who last attended a formal college more than 5 years before the board convenes. Applicants to NNCAP are advised to strengthen math and science grades, particularly biochemistry and pathophysiology.

(13) Meet the following minimum requirements when applying for NNCAP:

(a) At least 1 year experience in acute physiologic monitoring. This can be met through intensive care unit, critical care unit, neonatal intensive care unit, emergency room, or post-anesthesia care unit experience.

(b) Minimum GPA of 3.0 for BSN courses taken and a minimum overall GPA of 3.0 for all college courses ever taken.

(c) Completion of a statistics course.

(d) Completion of a college level biochemistry course in addition to the undergraduate introductory chemistry course. The biochemistry course must be retaken if the completion grade is less than a B, if it is older than 5 years, or if it is less than 3 credits.

(e) GREs less than 5 years old.

(f) Letter of interview or letter of recommendation from a Navy CRNA.

(g) Contact with the Director of NNCAP as soon as you decide to apply to discuss admission criteria, time commitments of school, and operational commitments after graduation.

(14) Request a microfiche copy of your official record and your officer summary record or performance summary record (OSR/PSR) from COMNAVPERSCOM (OSR/PSR access is available online at [www.staynavy.navy.mil](http://www.staynavy.navy.mil)). Review the microfiche (microfiche may be ordered online via [www.bupersaccess.navy.mil](http://www.bupersaccess.navy.mil)) and OSR/PSR for accuracy, completeness, and presence of an official photograph showing present grade. Send corrections or additions to COMNAVPERSCOM at least 4 months before the meeting of the board. An additional official photograph may be sent with the DUINS application, but is not required. Review the board preparation guidelines in the latest January/February issue of Perspectives.



(15) Obtain a current copy of the Physical Readiness Information Management System (PRIMS) semi-annual physical fitness assessment (PFA) report and provide as an enclosure to your application. The PFA report may be accessed online at: <https://prims.persnet.navy.mil>.

g. Individual officers who are selected for DUINS

(1) Must complete the degree for which chosen, in the minimum amount of time possible. Taking more than the minimum full-time student semester hour requirement is encouraged.

(2) Must maintain a 3.0 GPA.

(3) Must be enrolled in school full-time, year round, in classes that are creditable to their degree. Classes that are creditable to the degree offered during semester or holiday intersessions are to be taken if the student is not on official annual leave.

(4) Must send grade reports to NMETC (Code 0GNC) as soon as available following each semester/quarter.

(5) Must send a cost quote for the initial and subsequent semesters to NMETC (Code 0GNC) 70 days in advance of each new semester.

(6) Will remain within Navy height/weight (body fat) standards while in school and must successfully pass the PFA each cycle unless medically waived.

(7) Must provide required demographic information specified in the DUINS Student Guide immediately upon reporting to DUINS. Must keep NMETC (Code 0GNC) informed of current address, telephone number, and e-mail address as changes occur.

(8) Must have all changes to their curriculum plan approved by NMETC (Code 0GNC) before initiating the change.

(9) Must inform NMETC (Code 0GNC) of any circumstances that might adversely affect school progress.

(10) Must not moonlight while a student, reference (b).

(11) Must provide input to reporting senior to ensure fitness reports are submitted following local and higher authority directives.

11. Reporting Educational Achievement. Forward a final transcript of grades stating the degree and date degree was conferred to COMNAVPERSCOM with a copy to NMETC (0GNC).

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12. Application Requirements. Follow sample application letter, enclosure (1), and paragraph 10f of this instruction.



K. L. MARTIN  
Vice Chief

Available at: <http://navymedicine.med.navy.mil/instructions/directives/default.asp>

SAMPLE APPLICATION LETTER

Date

From: LT Jane L. Doe, Nurse Corps, 123-45-6789/2900  
To: Commander, Naval Medical Education and Training Command (Code 0GNC),  
8901 Wisconsin Avenue, Bethesda, MD 20889-5611  
Via: (Appropriate chain of command)

Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION

Ref: (a) BUMEDINST 1520.27D

- Encl:
- (1) Letters of Acceptance from Educational Institutions (letters of provisional or conditional acceptance will be considered if school cannot give letters of acceptance)
  - (2) Proposed Curriculum Plans for Each Requested Educational Program
  - (3) Physical Readiness Information Management System (PRIMS) Semi-Annual Physical Fitness Assessment (PFA) Report
  - (4) Transcripts (a complete set of official or otherwise legible transcripts is needed from all colleges/universities attended after high school. Applicants to Army/Baylor University must send official, certified transcripts)
  - (5) GRE General Test Report
  - (6) Letters of Recommendation (maximum number is three)

1. Per reference (a), I request assignment to full-time duty under instruction in (name of program and subspecialty code) leading to (type of degree) at (educational institution name). I (am accepted at/have applied to) (university name) to begin this program (day, month, year), per enclosure (1). I will complete the program (month and year). My alternate education institution for this degree is (educational institution name). I (am accepted at/have applied to) (university name) to begin this program (day, month, year), per enclosure (1). I will complete the program (month and year).

2. As an alternate course of instruction, I request (name of program and subspecialty code) leading to (type of degree) at (educational institution name). I am (accepted/seeking acceptance) to begin this program (day, month, year), per enclosure (1). I will complete this program (month and year). My alternate education institution for this degree is (educational institution name). I (am accepted at/have applied to) (university) to begin this program (day, month, year), per enclosure (1). I will complete the program (month and year).

3. Curriculum plans for requested programs are described in enclosure (2).

Enclosure (1)

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4. My current billet title is (Title). My duty telephone number is (DSN \_\_\_\_\_ or commercial \_\_\_\_\_). My e-mail address is: \_\_\_\_\_ and my FAX number is \_\_\_\_\_.

5. I have completed (\_\_\_\_\_) years of active military service of which (\_\_\_\_\_) years are active commissioned Naval service as a Nurse Corps officer. I reported to my present duty assignment on (date). My projected rotation date (PRD) is (month and year). (Describe any adjustment or extension to your PRD discussed with or approved by your assignment officer.)

6. Obligated service (include the appropriate sentence).

a. My obligated service for a previously funded education program ends (month and year). This obligation is from (use of tuition assistance, DUINS for..., etc.).

b. I do not have obligated service for previously funded education programs.

7. I hold the following professional certifications: (list certifications). My official subspecialty codes are (list subspecialty codes, primary, secondary, and tertiary).

8. My most recent PFA was completed on (specify date). The results were (specify overall result). My most current PFA report is provided as enclosure (3).

9. My professional and military experiences include: (Provide a chronological list beginning with current assignment. List all active duty, Reserve duty, officer, and enlisted experience, and health care related civilian employment. Do not provide as a separate enclosure.)

a. Facility or command, location, total length of assignment, from (month and year) to (month and year), billet title or position, clinical areas of assignment (if applicable), state full-time or part-time when describing civilian experience.

b. (Second most recent assignment, etc.)

10. Enclosure (4) is a complete set of transcripts for the following academic achievements: (Indicate if transcripts documenting your education may be listed under other names. Provide transcripts from all colleges and universities attended. Transcripts must be readable.)

a. Names of diploma school, colleges, and universities attended and the dates diplomas, baccalaureate, or other degrees were conferred.

b. List courses taken that were not credited toward a degree or diploma.

11. I took the GRE on (date). Results of the test are in enclosure (5).

12. Letters of recommendation from (state names and titles) are provided in enclosure (6). (Officers requesting NNCAP, nurse practitioner programs, or doctoral study must send a letter of recommendation or a letter of interview from a Nurse Corps officer who is a practicing nurse anesthetist, nurse practitioner, or advisor who holds a doctorate, as appropriate.)

13. Give a statement of rationale for requesting DUINS. (Officers applying for NNCAP, graduate, or doctoral programs should comment on education and civilian or military experience which give a foundation for the requested program. This statement (not to exceed 250 words) should be articulate, focused, integrate current and past experiences with the requested specialty, and reflect an understanding of the new role expectations gained from discussions with the specialty leader or other senior Nurse Corps officers working in the subspecialty being requested by the applicant.)

14. Obligation Statement

a. Graduate, Bridge (Registered Nurse to Master of Science in Nursing), Doctoral, or Fellowship Applicants. If chosen, I agree not to tender my resignation or request release from active duty or retirement while assigned to full-time duty under instruction. I further agree to serve on active duty for a period of 3 years for the first full year of study and an additional 6 months of service for each additional 6 months of study or portion thereof, and not to send my resignation or request for release or retirement during this period of obligated service. (If the total period of study is less than one full year, the obligated service is three times that period.)

b. Naval Post-Graduate School Education Program Applicants (Manpower System Analysts or Education and Training Management Specialists). If chosen, I agree not to tender my resignation or request release from active duty or retirement while assigned to full-time duty under instruction. I further agree to serve on active duty for a period of 3 years after completion of my education program, and not to send my resignation or request for release or retirement during this period of obligated service.

c. JCAHO (Joint Commission on Accreditation of Healthcare Organizations) Fellowship. If chosen, I agree not to tender my resignation or request release from active duty or retirement while assigned to full-time duty under instruction. I further agree to serve on active duty for a period of 2 years after completion of my education program, and not to send my resignation or request for release or retirement during this period of obligated service.

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Date

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Full Signature

**(Note: Unsigned and undated applications will be returned.)**

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15. I understand the Privacy Act of 1974 (PL 93-579) as it applies to personal data records kept on U.S. citizens. My signature attests I am familiar with the statement contained here and authorize use of the information given for the purposes listed.

#### **PRIVACY ACT STATEMENT**

The authority to request information is contained in 5 U.S.C. 301 Departmental Regulations. The principal purpose of the information is to aid officials and employees of the Department of the Navy in deciding my eligibility for, and approving or disapproving, the education authorization being requested.

Upon approval for full-time duty under instruction, the Naval Medical Education and Training Command will keep a training file on me. Completion of this application and my signature is mandatory; failure to give the needed information may result in disapproval of my request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Signature

**(Note: Unsigned and undated applications will be returned.)**